



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA**

**VACANCY ANNOUNCEMENT**

**VACANCY NUMBER:** 17-03  
**POSITION TITLE:** Pro Se Law Clerk  
**LOCATION:** Philadelphia, Pennsylvania  
**SALARY RANGE:** \$109,174 - \$141,928 Annually  
(JSP 14, based on qualifications, experience, and/or current grade)  
**OPENING DATE:** June 7, 2017  
**CLOSING DATE:** July 7, 2017

**POSITION OVERVIEW:** The Eastern District of Pennsylvania is seeking qualified applicants for a full-time pro se law clerk position. Pro se civil filings comprise approximately 23% of the Court's docket. Generally, the Court's pro se clerk's work focuses on managing a portion of that docket in a variety of federal matters including employment discrimination and civil rights cases.

Duties of the pro se law clerk include, but are not limited to making recommendations to district judges on civil complaints filed by pro se litigants, analyzing statutes and legal issues in prisoner civil rights cases and other pro se cases, preparing draft orders and opinions for use in pro se cases, and providing general guidance and advice to judges, chambers staff, and the clerk's office staff in pro se cases. The pro se law clerk also makes recommendations to district judges on *in forma pauperis* motions.

The pro se law clerk keeps abreast of changes in the law to assist the Court in adjusting to new legislation or case law in the pro se area, and evaluates present procedures to determine new innovations for increasing the Court's effectiveness in handling pro se cases. The successful candidate must exhibit the highest standards of excellence and integrity, and display to all persons a courteous, professional, and cooperative attitude.

**MINIMUM QUALIFICATIONS:**

- Law school graduate from a law school of recognized standing **and** one of the following accomplishments or proficiencies:
  - Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
  - Experience on the editorial board of a law review of such a school;
  - Graduation from such a school with a LLM degree; or
  - Proficiency in legal studies that, in the opinion of the Board of Judges, is the equivalent of one of the above.
- Bar membership in a state or territory
- At least three years of legal work experience (progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience after graduation from law school)

- Excellent research, writing, and analytical skills
- Proficient in computer assisted research and Microsoft Word
- High ethical standards and a positive work attitude

**DESIRABLE QUALIFICATIONS:**

- Prior state or federal clerkship, or experience working in state or federal courts
- Prior work experience involving employment litigation, prisoner civil rights litigation, or pro se litigation
- Excellent interpersonal skills and the ability to manage priorities with limited supervision
- Proficiency in Excel

**CONDITIONS OF EMPLOYMENT:** Employees of the Court are excepted service appointments, considered “at-will,” and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Electronic Funds Transfer (direct deposit) for payroll deposit is required. The final candidate will be subject to a background check, which includes fingerprinting. Applicants must be U.S. citizens. The United States District Court for the Eastern District of Pennsylvania is an Equal Opportunity Employer.

**BENEFITS:** Employees of the Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

**HOW TO APPLY:** Qualified applicants must submit the following: (1) a cover letter; (2) a resume; (3) a brief writing sample not to exceed ten pages; (4) a law school transcript; and (5) a list of at least three references, with current contact information. Completed applications should be mailed in an envelope marked “Confidential” to the following address:

U.S. District Court  
 Eastern District of Pennsylvania  
 601 Market Street  
 2609 U.S. Courthouse  
 Philadelphia, PA 19016  
 ATTN: DEANA MAY, Human Resources Administrator

Applications must be submitted by the close of business on Friday, July 7, 2017. Incomplete applications will not be considered. Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Do not contact the Court to inquire about this position. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary.